

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 10-256

OPEN TO:	All Interested Candidates	OPENING DATE:	September 9, 2010
POSITION:	Mail Clerk , FSN-4; FP-AA*	CLOSING DATE:	September 22, 2010
POSITION NO:	I-55589		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$24,156 p.a. (Starting salary) (Position Grade: FP-AA to be confirmed by Washington) *Ordinarily Resident: Rs.439,478 p.a. (Starting salary) (Position Grade: FSN-4)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for a Mail Clerk position in the Mailroom Section.

BASIC FUNCTION OF POSITION:

The incumbent processes and disseminates diplomatic pouch material for the Embassy and the Consulates in Peshawar, Lahore and Karachi; is responsible for the smooth functioning of the Reproduction/Fax Unit in the Mailroom; distributes daily all diplomatic mail, which includes mail from the Pakistani General Post Office, hand delivered mail at the Embassy scanning room as well as daily newspapers and magazines to all authorized offices; performs other related duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of ten years of education is required.
- 2. EXPERIENCE:** One year of general clerical experience is required.
- 3. LANGUAGE:** Level III (Good working knowledge) Speaking/Reading/Writing English and Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must be knowledgeable about proper procedures in dealing with airport, airlines, customs authorities and courier services in order to receive and dispatch mail.
- 5. ABILITIES & SKILLS:** Incumbent must have basic computer skills (MS Office) in order to use the ILMS (this may be tested). Must be able to use a Postal Franking Machine for outgoing Pakistani mail and able to use a scale and establish rates for outgoing pouches and mail. Must have good customer services skills in dealing with Mailroom customers. Must have good Public Relations skills to deal effectively with airport, airlines, customs and courier services officials. Must have a valid Pakistani LTV driver's license and have the ability to drive Mailroom Van / Lift Van / Light Truck for pouch movement.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within six months from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop.

Applications can also be submitted by email at HROIslamabad@state.gov. While submitting through email, the Vacancy Announcement Number (e.g. 10-150) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

**Human Resources Office, U.S. Embassy Islamabad
P.O. Box 1048, GPO, Islamabad.**

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 22, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.